



Dynamic Forms

User Guide

Table of contents:

1	INTRODUCTION.....	5
2	INSTALLATION PROCEDURE.....	6
3	ADDING DYNAMIC FORMS MODULE TO A PAGE.....	9
4	DYNAMIC FORMS MAIN MENU	10
5	MANAGING QUESTIONS/SETTINGS	11
5.1	Managing Dynamic Questions.....	12
5.2	Creating a new question.....	12
5.2.1	Setting Advanced Field Options.....	14
5.2.2	Creating Textbox	16
5.2.3	Creating a Singleline textbox (Short)	17
5.2.4	Creating a Singleline textbox (Long)	17
5.2.5	Creating a Multiline textbox.....	18
5.2.6	Creating a Radio Button (Options).....	19
5.2.6.1	Example for using radio buttons.....	20
5.2.7	Creating a Text/HTML.....	22
5.2.8	Creating a Combo Box.....	24
5.2.8.1	Example for SQL Driven Options	25
5.2.8.2	Example for using combo box	27
5.2.9	Creating a Checkbox.....	28
5.2.10	Creating a Checkbox group	29
5.2.10.1	Example for using checkbox group	31
5.3	Editing a question	32
5.4	Deleting a question	33
5.5	Managing General Settings	33
5.6	Managing Blacklist Responses.....	35
5.6.1	Creating a Blacklist response.....	36
5.6.2	Editing a blacklist response.....	37
5.6.3	Deleting a blacklist response	37
5.7	Managing Form Completion Events	38
5.7.1	Creating a new event	38
5.7.2	Example of the URL/Page Redirection Event	39
5.7.3	Example of the Dynamic Email Event.....	40
5.7.4	Editing an existing event	42
5.7.5	Deleting an event	42
5.8	Managing layout of the messages.....	42
6	VIEWING FORM RESULTS	44
6.1	Viewing a form result	44
6.2	Deleting a form result	45
7	EXPORTING AND IMPORTING FORMS	46
7.1	Exporting Content	46
7.2	Importing Content	46
8	MANAGING SETTINGS.....	48
9	DELETING DYNAMIC FORMS MODULE	49

List of figures:

Figure 1:	Installation procedure (step 1/7)	6
Figure 2:	Installation procedure (step 2/7)	6
Figure 3:	Installation procedure (step 3/7)	7
Figure 4:	Installation procedure (step 4/7)	7
Figure 5:	Installation procedure (step 5/7)	8
Figure 6:	Installation (step 6/7)	8
Figure 7:	Installation procedure (step 7/7)	8
Figure 8:	Adding a module to a page.....	9
Figure 9:	Opening the module main menu	9
Figure 10:	Opening the main menu	10

Figure 11: Choosing option "Manage Questions/Settings"	11
Figure 12: Managing Questions/Settings	11
Figure 13: Managing Dynamic Questions	12
Figure 14: Creating a new question	13
Figure 15: Example of the created form using various form elements	14
Figure 16: Managing Advanced Field Options	15
Figure 17: Creating a textbox element	16
Figure 18: Creating a singline textbox (Short)	17
Figure 19: Example of the Singleline Textbox (Short)	17
Figure 20: Creating a singline textbox (Long)	18
Figure 21: Example of the Singleline Textbox (Long)	18
Figure 22: Creating a Multiline textbox	19
Figure 23: Example of the Multiline textbox	19
Figure 24: Creating a radio button (step 1/2)	20
Figure 25: Creating a radio button (step 2/2)	20
Figure 26: Example of using radio buttons	21
Figure 27: Setting radio button advanced options	22
Figure 28: Example of the radio buttons set as seen by the end user	22
Figure 29: Creating Text/HTML element	22
Figure 30: Creating a text/html element	23
Figure 31: Creating a combo box (step 1/2)	25
Figure 32: Creating a combo box (step 2/2)	25
Figure 33: Using SQL Driven Options	26
Figure 34: Using SQL Driven options	26
Figure 35: Example of using combo box	27
Figure 36: Setting combo box advanced options	28
Figure 37: Example of the combo box as seen by the end user	28
Figure 38: Creating a checkbox	29
Figure 39: Example of the checkbox as seen by the end user	29
Figure 40: Creating a checkbox group (step 1/2)	30
Figure 41: Creating a checkbox group (step 2/2)	30
Figure 42: Example of using combo box	31
Figure 43: Setting combo box advanced options	31
Figure 44: Example of the checkbox group as seen by the end user	32
Figure 45: Editing a question	32
Figure 46: Deleting a question	33
Figure 47: Managing general settings	34
Figure 48: Choosing option "Blacklist Responses"	35
Figure 49: Managing black list responses	36
Figure 50: Creating a blacklist response	36
Figure 51: Blacklist response created	36
Figure 52: Example of the message displayed to the user posting blacklist response	37
Figure 53: Editing a blacklist response	37
Figure 54: Deleting a blacklist response	37
Figure 55: Managing events	38
Figure 56: Creating a new event	38
Figure 57: Creating URL/Page Redirection Event	39
Figure 58: Creating a dynamic email event (screenshot 1/2)	40
Figure 59: Creating a dynamic email event (screenshot 2/2)	41
Figure 60: Editing an existing event	42
Figure 61: Deleting an event	42
Figure 62: Managing layout of the messages	43
Figure 63: Viewing form results (step 1/2)	44
Figure 64: Viewing form results (step 2/2)	44
Figure 65: Viewing a form result (step 1/2)	45
Figure 66: Viewing a form result (step 2/2)	45
Figure 67: Deleting a form result	45
Figure 68: Exporting content (step 1/2)	46
Figure 69: Exporting content (step 2/2)	46

Figure 70: Importing content (step 1/2).....	47
Figure 71: Importing content (step 2/2).....	47
Figure 72: Choosing option "Settings"	48
Figure 73: Managing settings.....	48
Figure 74: Deleting Dynamic Forms Module (step 1/2)	49
Figure 75: Deleting Dynamic Forms Module (step 2/2)	49

1 INTRODUCTION

Dynamic Forms allows you to easily create custom forms for your web site. Creating new forms is easy, and you can add as many forms as you would like to your site. Check out all of the many features below.

Fields:

- **Setup as many Dynamic Form Fields** per forms module
 - **Each field/question can be setup** as a textbox, dropdown list, radio buttons, checkbox, checkbox list, hidden fields, or HTML
 - **Select the sort order** for each form field and if that field is required
 - Optionally **insert help text** for each dynamic form field
 - **Hide/show form field help text** within the fields labels
- Optionally **include a suffix** with each field label
- **Set default values** for all form fields
- Optionally **add example text** that will appear to the right of the field (i.e. (xxx)xxx-xxxxx)
- Select to **hide/show form fields** based on users roles and authentication
- **Setup redirection pages** after form submission
- Several additional and optional features to maximize your layout forms module including a **header and footer** for the form

Form Field Events

- Fire all **events based upon users response** or after every submission
- **Send emails out to administrator** or to the submitter of the form. Include parameters in email based on the form field, form field responses. *Example:* Dear \$(FirstName), Thanks for requesting information on \$(DynamicProductField)
- **Redirect user to different page** based on their response. Example Upon form completion if the user answers 'Yes' to a question they can be redirected to a different page then a submitter who answered 'No' to a question
- **Execute SQL statements** after submission

Other Features:

- **Ability to setup master/slave forms** by allowing form fields be pre-filled based on query string or session variables and also pass query string/session variables after submission
- **Blacklist Responses** - Ability to create a set of BlackList responses that should not be allowed during form submission. If the user submits a response that is on the blacklist they will be notified and required to change their submission information
- **IPORTABLE Support** - Import/Export module settings, questions/fields, and other form settings between modules
- Easily view form results directly within the module at any time

2 INSTALLATION PROCEDURE

Included in your download are either one (If you only purchased the PA) or two (If you purchased the PA and Source Code) zip files. One zip file is the source code to the application, and the other zip file is the module which you can upload to your site.

When you extract the files, you will notice that it extracts two zip files (**note:** only one if you just purchased the PA).

- **DataSprings_DynamicForms_Module.zip** - file for installing “Dynamic Forms” with your DNN
- **DataSprings_DynamicForms_Source.zip** - source zip file you can use in order to make any changes to the application (**note:** meant for advanced users)

In order to install your “Dynamic Forms” module, login with an account to your DNN site as a host or administrator account. Once logged in, Navigate to the Host menu item, and click on the “Module Definition”.

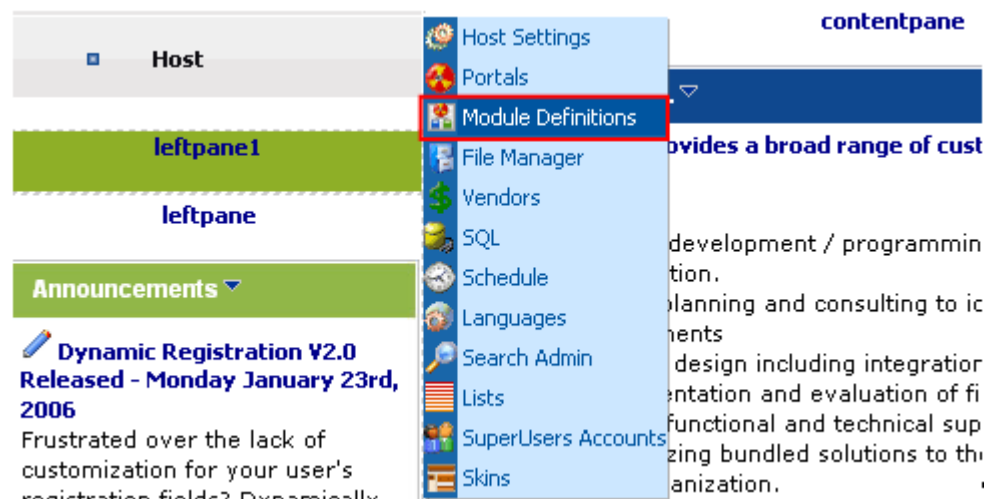


Figure 1: Installation procedure (step 1/7)

The following screen will be displayed.

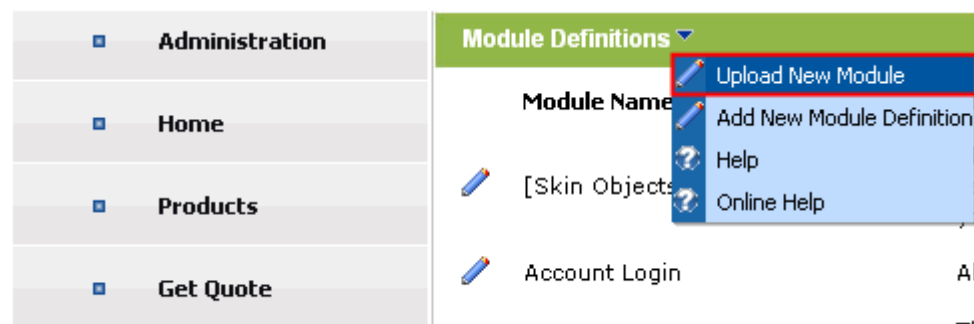


Figure 2: Installation procedure (step 2/7)

Click on the “Upload New Module” to continue installing “Dynamic Forms” and the following screen will be displayed.

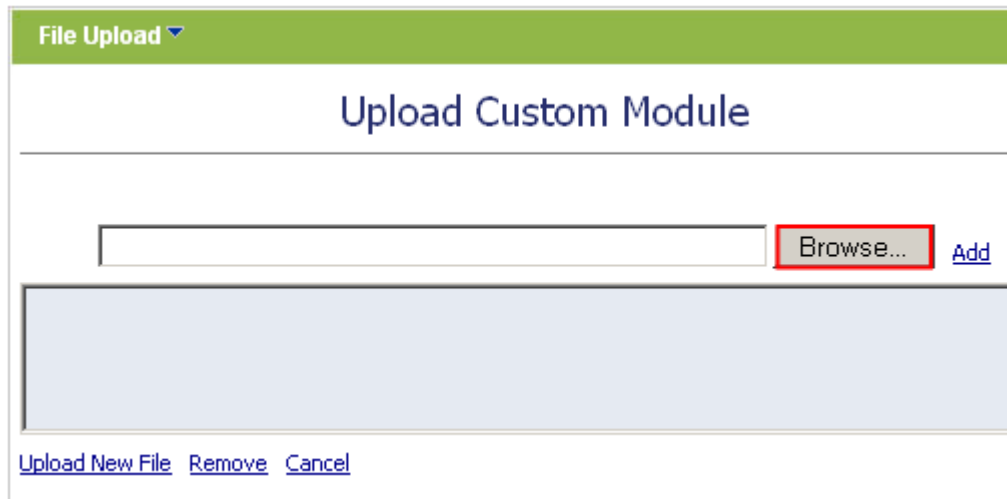


Figure 3: Installation procedure (step 3/7)

Click on the “Browse” button and the dialog window for locating the installation file “**DataSprings_DynamicForms_Module.zip**” will be displayed.

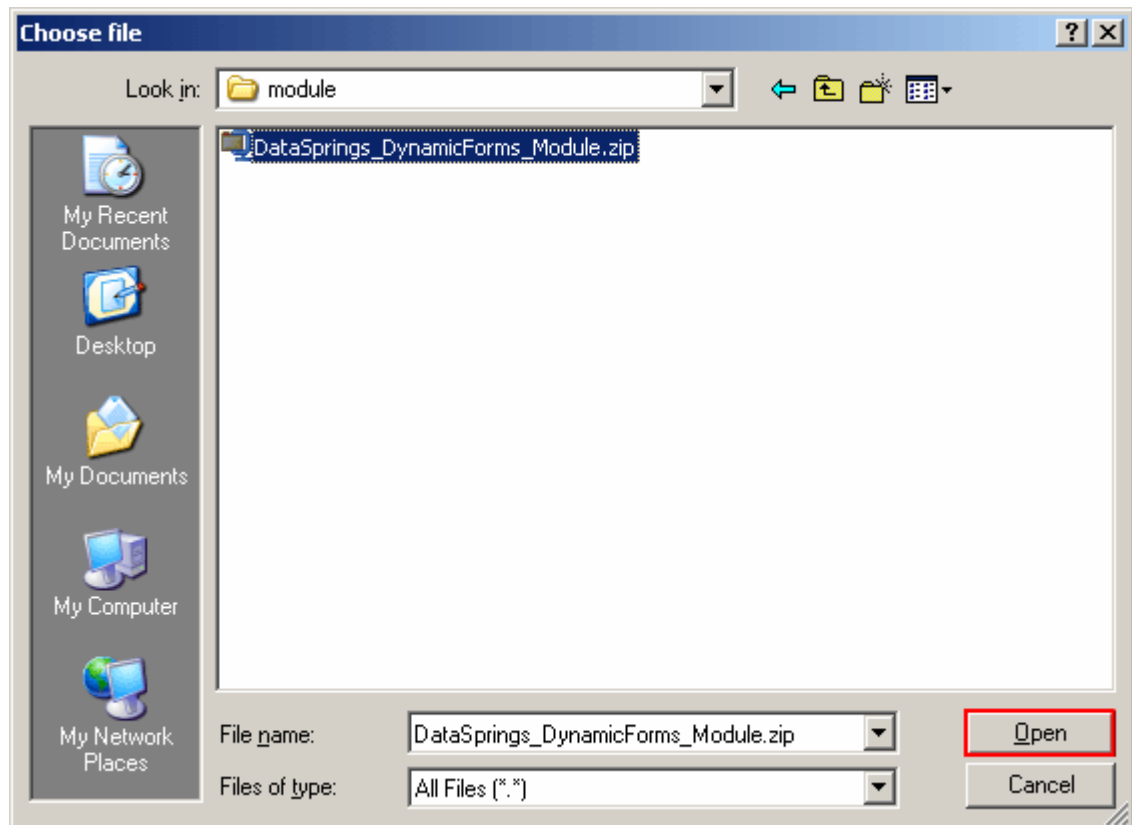


Figure 4: Installation procedure (step 4/7)

Locate the “**DataSprings_DynamicForms_Module.zip**” and click on the “Open” button. The following screen will be displayed.

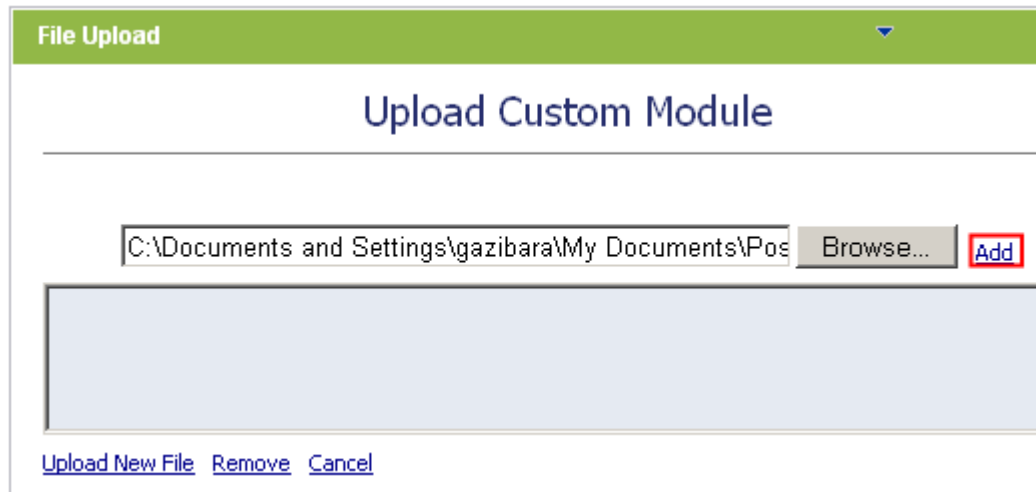


Figure 5: Installation procedure (step 5/7)

Click on the “Add” link inside this screen in order to add the module and it will be added to the list.

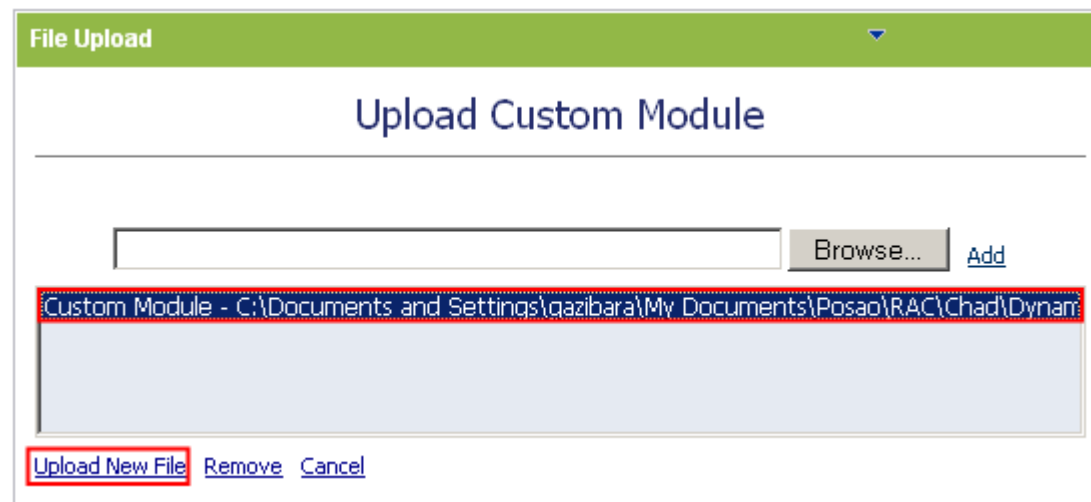


Figure 6: Installation (step 6/7)

Select the “**DataSprings_DynamicForms_Module.zip**” file and click on the “Upload New File” link. The installation will begin and in couple of moments the screen informing you on successful completion will be displayed.

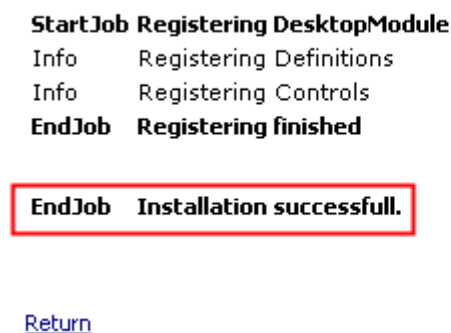



Figure 7: Installation procedure (step 7/7)

Note: please keep track of any errors that appear during the installation. These errors can be helpful if your module has problems.

3 ADDING DYNAMIC FORMS MODULE TO A PAGE

In order to add “Dynamic Forms” module to a desired page follow these steps:

1. Select the “Add New Module” radio button
2. Choose “Dynamic Forms” from the “Module” pull down menu
3. Click on the “Add” link (or the arrow icon .

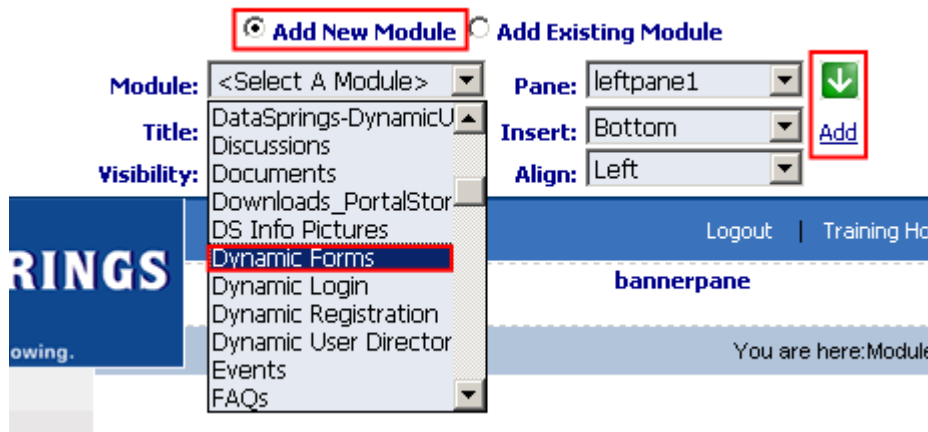


Figure 8: Adding a module to a page

The “Dynamic Forms” module will be added to the page. Click on the arrow next to the title of the module in order to open the main menu.

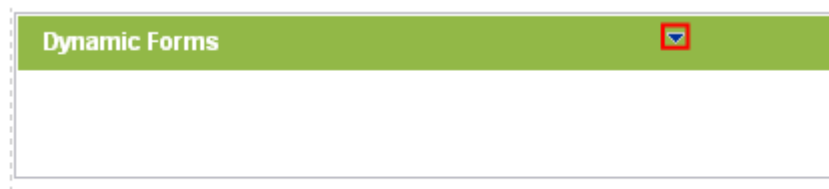


Figure 9: Opening the module main menu

Note: see section 4 for further information on main menu options.

4 DYNAMIC FORMS MAIN MENU

This section of the document will give the definition of the “Dynamic Forms” main menu options. In order to start using the main menu, click on the arrow next to the title “Dynamic Forms”.

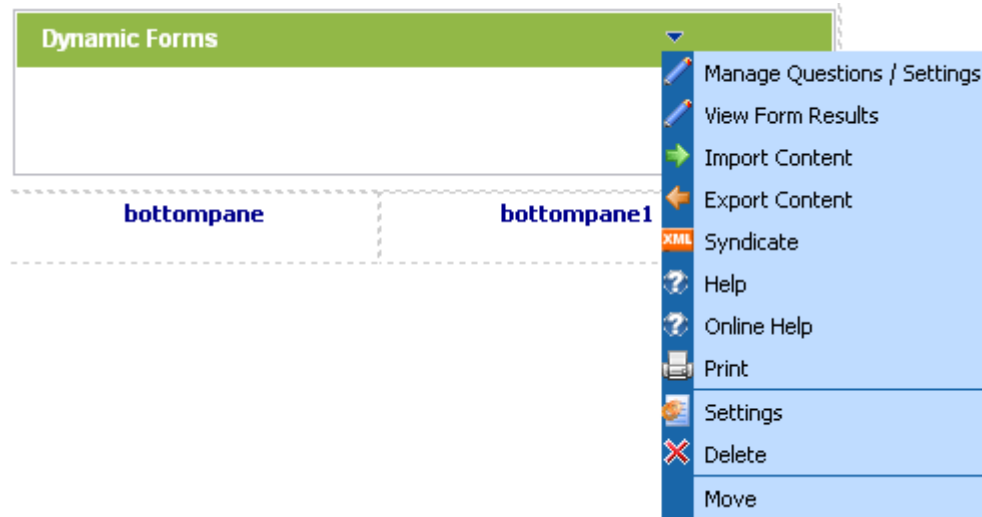


Figure 10: Opening the main menu

The following options are available inside this screen:

- **Manage Questions/Settings** – option for viewing your listing (see section 5)
- **View Form Results** – option for viewing form results (see section 6)
- **Import Content** – option for importing content (see section 7)
- **Export Content** – option for exporting content (see section 7.1)
- **Help** – this user guide
- **Online Help** - this user guide
- **Print** – option for printing the contents of the page
- **Settings** – option for managing settings (see section 8)
- **Delete** – option for deleting a module (see section 9)
- **Move** – option for placing the module in the desired part of the page:
 - Move To leftpane
 - Move To bannerpane
 - Move To contentpane
 - Move To rightpane
 - Move To bottompane
 - Move To bottompane1
 - Move To bottompane2

5 MANAGING QUESTIONS/SETTINGS

In order to start managing questions and settings, choose option “Manage Questions/Settings” from the main menu.

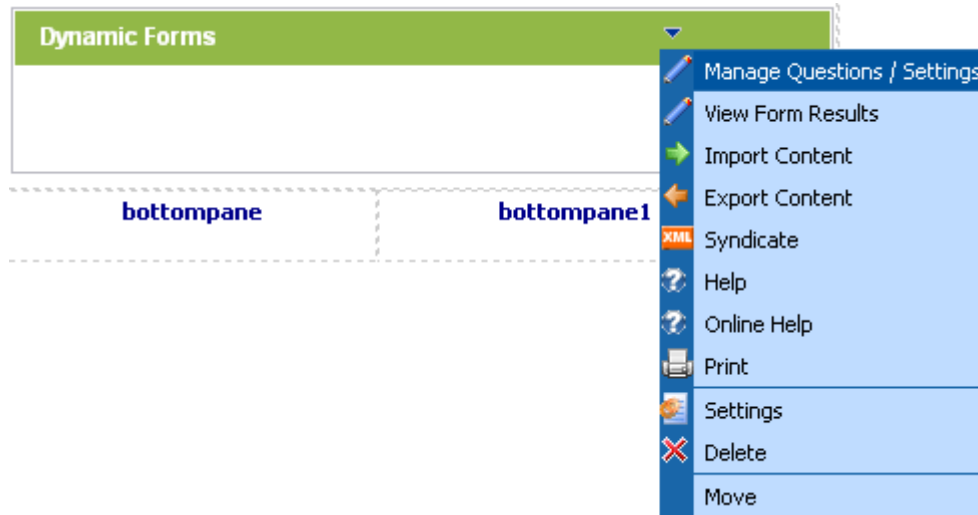


Figure 11: Choosing option "Manage Questions/Settings"

The following screen will be displayed.

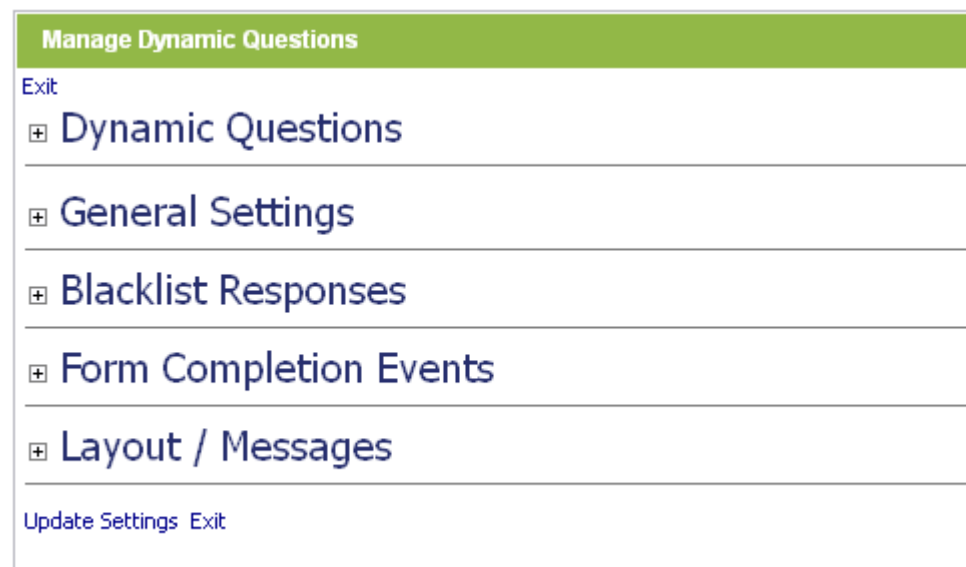


Figure 12: Managing Questions/Settings

The following options are available inside this screen:

- **Dynamic Questions** – see section 5.1
- **General Settings** – see section 5.5
- **Blacklist Responses** – see section 5.6
- **Form Completion Events** – see section 5.7
- **Layout/Messages** – see section 5.8

5.1 Managing Dynamic Questions

In order to start managing dynamic questions click on the “+” symbol next to the “Dynamic Questions” label.

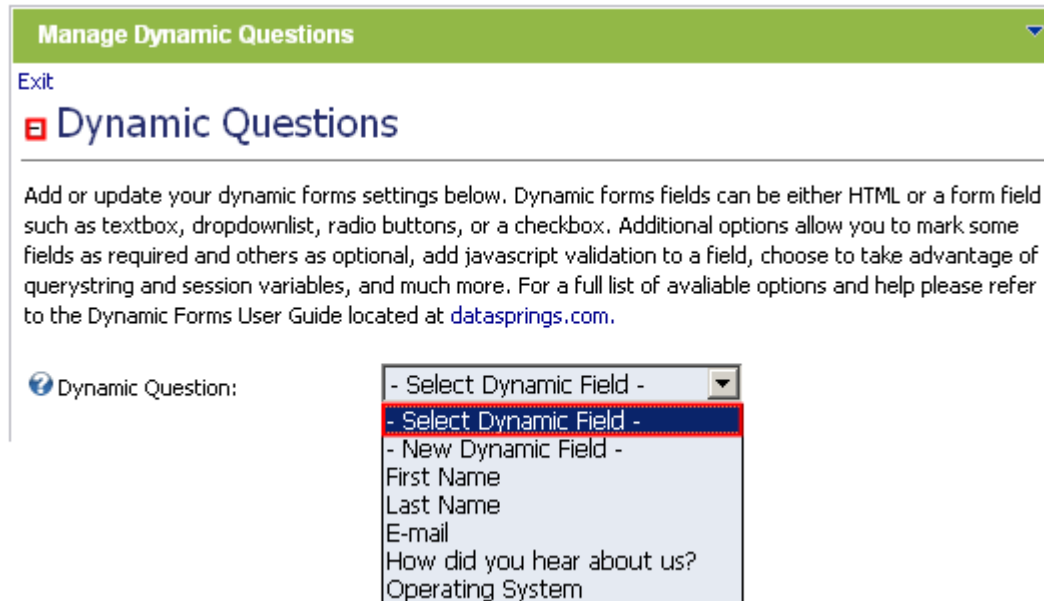


Figure 13: Managing Dynamic Questions

The following options are available inside the “Dynamic Question” pull down menu:

- **New Dynamic Field** – option for creating a new dynamic field (see section 5.2)
- **Editing Existing Dynamic Field** – in order to edit an existing field, choose the desired field from this pull down menu (see section 5.3)
- **Deleting a Dynamic Field** – in order to delete a field, select the desired field from this list and click on the “Delete” link in the screen displayed next (see section 5.4)

5.2 Creating a new question

In order to create a new question, choose option “New Dynamic Field” from the pull down menu. The screen for setting question parameters will be displayed.

Dynamic Question: - New Dynamic Field -

Question:

Short Name:

Help Text:

Required Field: ☒

Sort Order:

Textbox Max Length:

Question Type:

☒ TextBox
 ☐ Radio Button (Options)
 ☐ Hidden Field
 ☐ Singleline textbox (Long)
 ☐ Multiline textbox
 ☐ CheckBox
 ☐ Text / HTML
 ☐ Combo Box
 ☐ CheckBox Group

☒ Singleline textbox (Short)

Advanced Field Options

Update Field

Figure 14: Creating a new question

The following parameters are available inside this screen:

- **Question** – input field for entering the question as displayed inside the form on the website (e.g. “First name”)
- **Short Name** – set the short name for the question (e.g. “firstname”); this information will be used for creating events triggered based on user responses to this question i.e. customizing email messages sent to the users (see section 5.7)
- **Help Text** – input field for entering help text which will be displayed to the user once he places the mouse over the question mark
- **Required Field** – check this checkbox to make the field mandatory
- **Sort Order** – set the desired sort order for the question
- **Textbox Max Length** – enter the maximum character length for the textbox
- **Question Type** – use these options to set the desired type of question i.e. form element
 - TextBox
 - Radio Button
 - Hidden Field
 - Singleline textbox (Long)
 - Singleline textbox (Short)
 - Multiline textbox
 - CheckBox
 - Combo box

- Text/HTML
- CheckBox Group

After setting the desired parameters, click on the "Update Field" link and the new question will be created.

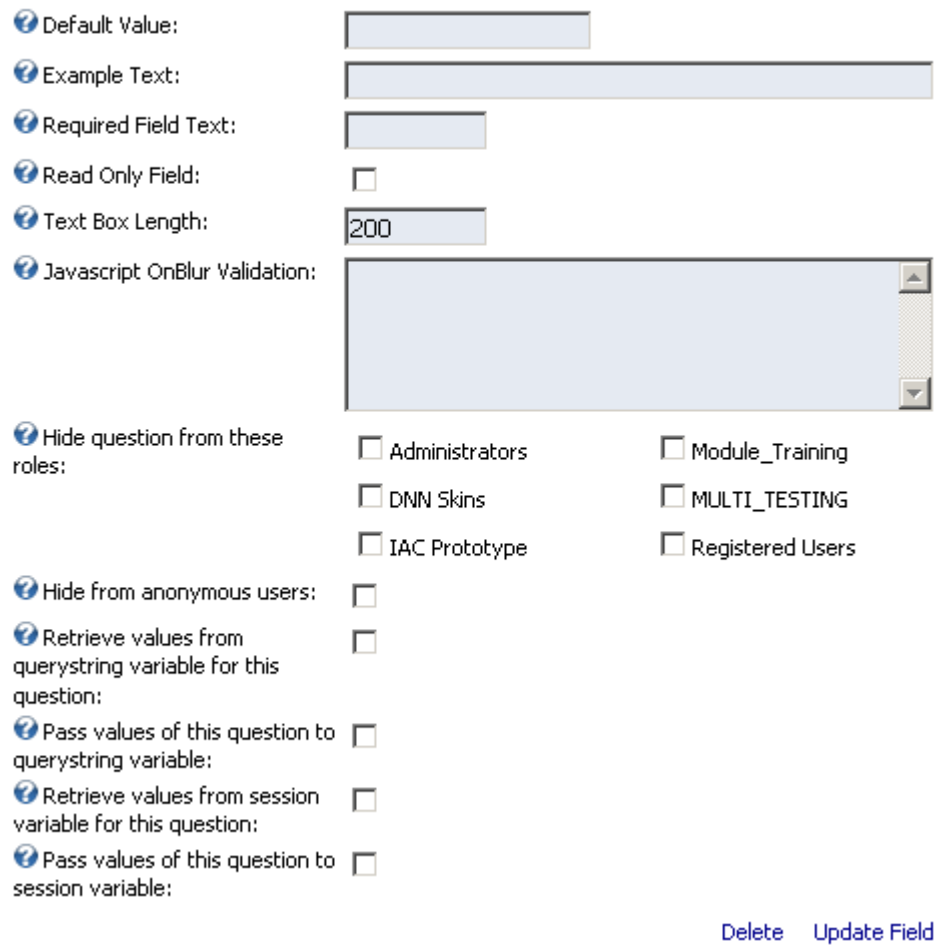
The screenshot shows a web interface titled "Dynamic Forms" in a green header bar. Below the header, there are five form fields, each preceded by a blue question mark icon. The first three fields are text inputs: "First Name:", "Last Name:", and "E-mail:". The fourth field is a dropdown menu labeled "How did you hear about us?" with "Magazine" selected. The fifth field is a radio button group labeled "Operating System:" with four options: "Windows 2000", "Windows 95", "Windows XP", and "Windows 98". At the bottom left of the form area, there is a blue "Save" button.

Figure 15: Example of the created form using various form elements

5.2.1 Setting Advanced Field Options

In order to start setting advanced options for the field, click on the "+" symbol next to "Advanced Field Options" label.

Advanced Field Options



Default Value:

Example Text:

Required Field Text:

☐ Read Only Field:

Text Box Length:

Javascript OnBlur Validation:

☐ Hide question from these roles:
 ☐ Administrators
 ☐ Module_Training
 ☐ DNN Skins
 ☐ MULTI_TESTING
 ☐ IAC Prototype
 ☐ Registered Users

☐ Hide from anonymous users:

☐ Retrieve values from querystring variable for this question:

☐ Pass values of this question to querystring variable:

☐ Retrieve values from session variable for this question:

☐ Pass values of this question to session variable:

[Delete](#) [Update Field](#)

Figure 16: Managing Advanced Field Options

The following parameters are available inside this screen:

- **Default Value** – enter default value for this field
- **Example Text** – enter the text you want to be displayed as an example
- **Required Field Text** – enter text that will be required of users for this field
- **Read Only Field** – If a read only field is checked the user will not be able to change the contents within the field. The fields value would either be set to the default value or a value returned from the query string/session variables.
- **Text Box Length** – set the length of the text box by entering the maximum allowed number of characters
- **Javascript OnBlur Validation** – Enter in javascript validation that will be executed when the user navigates from the current field. Examples of this might include javascript code for validating the textbox is a phone number or email address.
- **Hide question from these roles** – select the roles you wish to hide this field for
- **Hide from anonymous users** –check this checkbox if you want to hide this question from anonymous users
- **Retrieve values from query string variable for this question** – This will retrieve values passed from the querystring within the URL and insert them into the textbox. The querystring value passed must be the Short Field Name for the field. For example:
<http://www.datasprings.com/default.aspx?TabID=36&MyFirstName=John&MyLastName=D>

oe. If the fields First Name/Last Name which was setup with the short field names of myfirstname/mylastname the values would be John Doe immediately after navigating to that page.

- **Pass values of this question to query string variable** – Once the form has been completed Dynamic Forms can optionally pass values to the url the user is directed to. For example
http://www.datasprings.com/default.aspx?TabID=36&MyFirstName=John&MyLastName=Doe
- **Retrieve values from session variable for this question** – Similar to Querystring Variables you can accept session variables and default the fields based on the session variable.
- **Pass values of this question to session variable** – Similar to passing querystring variables Dynamic Forms can also set session variables. These session variables can later be used by other modules on the site for various purposes.

After setting the desired parameters, click on the "Update Field" button to save the changes.

5.2.2 Creating Textbox

Purpose of the textbox element is to allow the user to input text information to be used by the program.

In order to start creating textbox element, choose option "TextBox" once inside the screen for creating a dynamic question.

The screenshot shows the 'Dynamic Question' configuration interface. At the top, there is a dropdown menu set to '- New Dynamic Field -'. Below this, the configuration fields are as follows:

- Question:** First Name
- Short Name:** firstname
- Help Text:** Enter your first name
- Required Field:** ☐
- Sort Order:** (empty field)
- Textbox Max Length:** 50

Below these fields is the 'Question Type' section, which contains several radio button options:

- ☒ **TextBox** (highlighted with a red box)
- ☐ Radio Button (Options)
- ☐ Hidden Field
- ☐ Singleline textbox (Long)
- ☐ Singleline textbox (Short)
- ☐ Multiline textbox
- ☐ CheckBox
- ☐ Text / HTML
- ☐ Combo Box
- ☐ CheckBox Group

The 'Singleline textbox (Long)' and 'Singleline textbox (Short)' options are also highlighted with a red box.

Figure 17: Creating a textbox element

The following parameters are available inside this screen:

- **Question** – input field for setting the question that will be displayed in front of the textbox (e.g. "First Name")
- **Short Name**

- **Question Type** – choose option “TextBox” and then you have the following subtypes
 - **Singleline textbox (Short)** – see section 5.2.3
 - **Singleline textbox (Long)** – see section 5.2.4
 - **Multiline textbox** – see section 5.2.5

5.2.3 Creating a Singleline textbox (Short)

In order to create a short singleline textbox, choose option “Singleline textbox (Short)”. This is a shorter textbox that can be used for user’s first name, last name, username, etc.

The screenshot shows the configuration interface for a Dynamic Question. At the top, there is a dropdown menu labeled "- New Dynamic Field -". Below this, the configuration fields are as follows:

- Question:** First Name
- Short Name:** firstname
- Help Text:** Enter your first name
- Required Field:** ☐
- Sort Order:**
- Textbox Max Length:** 50

Below these fields is the **Question Type** section, which contains several radio button options:

- ☒ **TextBox** (highlighted with a red box)
- ☐ Radio Button (Options)
- ☐ Hidden Field
- ☒ **Singleline textbox (Long)** (highlighted with a red box)
- ☐ Multiline textbox
- ☐ CheckBox
- ☐ Text / HTML
- ☐ Singleline textbox (Short)
- ☐ Combo Box
- ☐ CheckBox Group

Figure 18: Creating a singline textbox (Short)

After setting the desired parameters, click on the “Update Field” in order to complete the procedure of creating a Singleline Textbox (Short).

The following screenshot demonstrates the shorter singleline textbox as seen by the end user.

The screenshot shows the end-user view of the form. At the top, there is a green header bar with the text "Dynamic Forms". Below this, the form contains a question labeled "First Name:" followed by a short singleline textbox.

Figure 19: Example of the Singleline Textbox (Short)

5.2.4 Creating a Singleline textbox (Long)

In order to create a long singleline textbox, choose option “Singleline textbox (Long)”. This is a longer textbox that can be used for acquiring longer text from the user, such as address.

Dynamic Question: - New Dynamic Field -

Question:

Short Name:

Help Text:

Required Field: ☐

Sort Order:

Textbox Max Length:

Question Type:

☒ TextBox
 ☐ CheckBox
 ☐ Combo Box

☐ Radio Button (Options)
 ☐ Text / HTML
 ☐ CheckBox Group

☐ Hidden Field

☒ Singleline textbox (Long)
 ☐ Singleline textbox (Short)

☐ Multiline textbox

Advanced Field Options

[Update Field](#)

Figure 20: Creating a singleline textbox (Long)

After setting the desired parameters, click on the “Update Field” in order to complete the procedure of creating a Singleline Textbox (Long).

The following screenshot demonstrates the shorter singleline textbox as seen by the end user.

Address:

Figure 21: Example of the Singleline Textbox (Long)

5.2.5 Creating a Multiline textbox

This element should be used in case you want a longer feedback from users, for example give them the opportunity to post any additional comments. In order to create a multiline textbox, choose option “Multiline textbox”.

Dynamic Question: - New Dynamic Field -

Question: Comments

Short Name: comments

Help Text: Enter your comments

Required Field: ☐

Sort Order: 12

Textbox Max Length: 50

Question Type:

☒ TextBox ☐ CheckBox ☐ Combo Box

☐ Radio Button (Options) ☐ Text / HTML ☐ CheckBox Group

☐ Hidden Field

☐ Singleline textbox (Long) ☐ Singleline textbox (Short)

☒ Multiline textbox

Advanced Field Options

[Update Field](#)

Figure 22: Creating a Multiline textbox

After setting the desired parameters, click on the “Update Field” link in order to complete the procedure of creating a multiline textbox. The following screenshot demonstrates the multiline textbox as seen by the end user.

Comments:

Figure 23: Example of the Multiline textbox

5.2.6 Creating a Radio Button (Options)

Radio button element is used if you want to have a fixed set of choices where only one of the options in the set can be selected at a time.

In order to start creating radio buttons, choose option “Radio Button” once inside the screen for creating a dynamic question.

Question Type:

☐ TextBox
 ☒ **Radio Button (Options)**
☐ CheckBox

☐ Hidden Field
 ☐ Text / HTML

☒ Options are vertical
 ☐ Options are horizontal


Figure 24: Creating a radio button (step 1/2)



The following screen will be displayed.

☒ Options are vertical
 ☐ Options are horizontal

Question Options:

☒ Enter Options
 ☐ SQL Driven Options










Figure 25: Creating a radio button (step 2/2)

The following parameters are available inside this screen:

- **Options are vertical/horizontal** – choose the desired position for the radio buttons i.e. whether radio buttons will be positioned vertically or horizontally
- **Enter Options** – choose this option if you want to enter the options manually (**Question:** true?)
- **SQL Driven Options** – use this option in order to automatically insert options from the database, if you already have them defined so that you wouldn't have to do it manually (see section 5.2.8.1)
-  - button for adding the option once you've entered the option name in the input field
-  - button for deleting the option; choose the desired option in the list of options and click on this button in order to delete it
-   - buttons for setting the desired sort order for the options; select the desired option and click on the up or down arrow to set the sort order

5.2.6.1 Example for using radio buttons

One example of using the radio buttons for registration form can be asking the user to provide information about his operating system.

Dynamic Question: Operating System

Question: Operating System

Short Name: os

Help Text: Select your operating system

Required Field: ☒

Sort Order: 5

Textbox Max Length: 50

Question Type:

☐ TextBox
 ☐ CheckBox
 ☐ Combo Box

☒ Radio Button (Options)
 ☐ Text / HTML
 ☐ CheckBox Group

☐ Hidden Field

☒ Options are vertical
 ☐ Options are horizontal

Question Options:

☒ Enter Options
 ☐ SQL Driven Options

+

Windows 2000
 Windows 95
 Windows XP
 Windows 98

↑
↓

✗

Advanced Field Options

Delete Update Field

Figure 26: Example of using radio buttons

The parameters would be defined like this:

- **Question** – enter the “Operating System” as a label for the radio buttons set, i.e. informing the user of the requested information
- **Question type** – choose “Radio button”
- **Question Options** – choose “Enter Options”

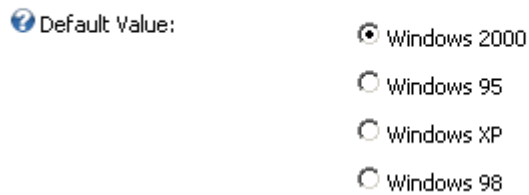
After setting these parameters, enter the name of the first option inside the input field **e.g.** “Windows XP” and click on this icon +. The option will be added to the list of options. You can repeat this procedure for as many options as you like:

- Windows 2000
- Windows 98, etc

Note: use the up and down arrows to set the desired sort order and the ✗ icon to delete the option.

After setting the desired options and radio buttons, you can click on the “+” symbol next to the “Advanced Field Options” in order to set the default value i.e. the radio button that will be selected by default in your registration form.

Advanced Field Options



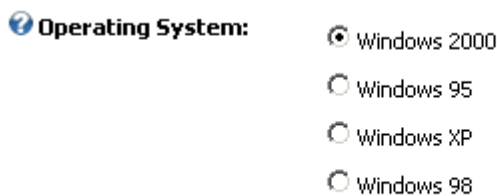
Default Value:

- ☒ Windows 2000
- ☐ Windows 95
- ☐ Windows XP
- ☐ Windows 98

Figure 27: Setting radio button advanced options

Select the radio button you want your users to see as selected by default and click on the “Update Field” in order to complete the procedure of creating a set of radio buttons.

The following screenshot demonstrates the created radio buttons set as seen by the user on your website.



Operating System:

- ☒ Windows 2000
- ☐ Windows 95
- ☐ Windows XP
- ☐ Windows 98

Figure 28: Example of the radio buttons set as seen by the end user

5.2.7 Creating a Text/HTML

The purpose of the “Text/HTML” field is to allow creating additional elements in your registration form, i.e. divide the form in sections by using various HTML elements or add additional text explaining the users what the specific part of the registration form is asking from them.

In order to start creating “Text/HTML” field, choose that option once inside the screen for creating a new dynamic field.



Question Type:

- ☐ TextBox
- ☐ Radio Button (Options)
- ☐ Hidden Field
- ☐ CheckBox
- ☒ Text / HTML

Figure 29: Creating Text/HTML element

The page will be refreshed displaying further options for this element.

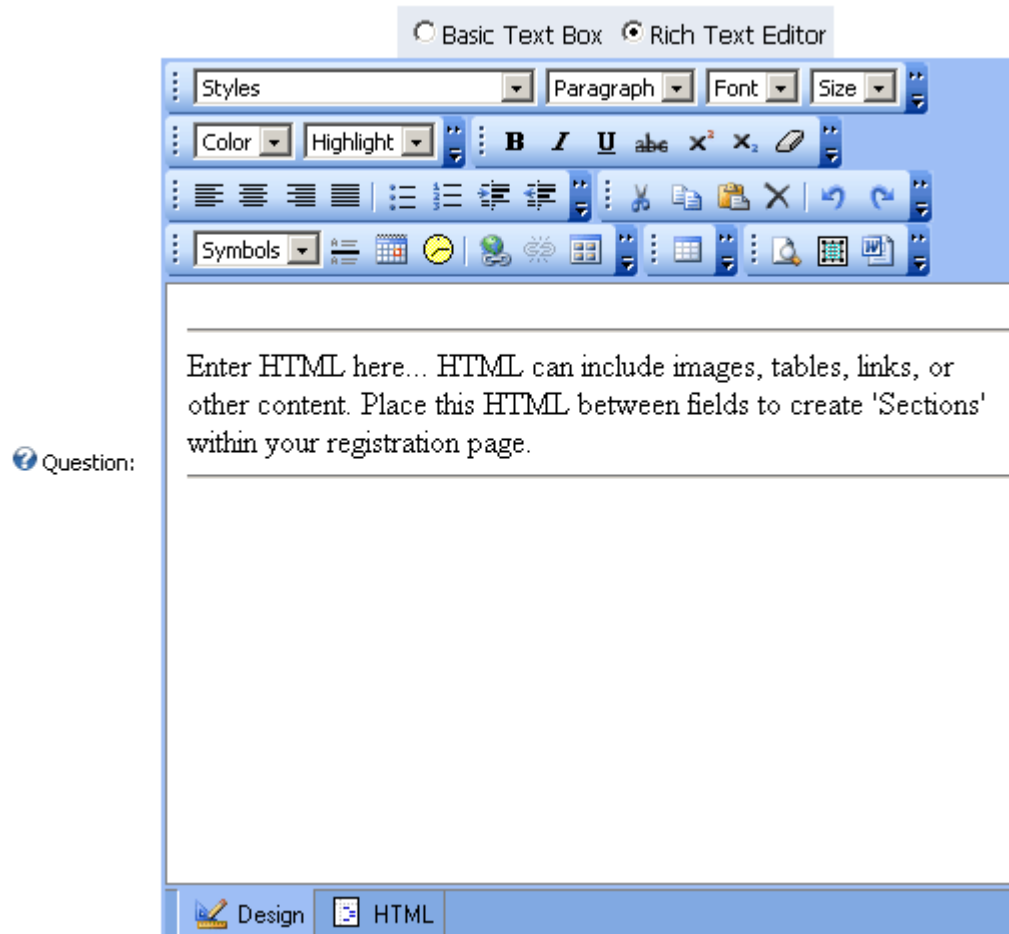


























Figure 30: Creating a text/html element

The following parameters are available inside this screen:

- **Basic Text Box** – use this option if you want to define the news as text only
- **Rich Text Editor** – use this option if you want to be able to use rich formatting options (HTML, images, text formatting, etc.)
- **Paragraph** – use this pull down menu to apply the desired style (heading) to the selected text
- **Font** – pull down menu for choosing the desired font
- **Size** – pull down menu for choosing the font size
- **Color** – pull down menu for choosing the font color
- **B** - bold
- **I** - italic
- **U** - underline
- **abc** - strikethrough
- **x²** - superscript
- **x₂** - subscript
- **Remove All Formatting** - remove all formatting

-  - justify left
-  - justify center
-  - justify right
-  - justify full
-  - bulleted list
-  - numbered list
-  - indent
-  - outdent
-  - cut
-  - copy
-  - paste
-  - delete
-  - undo
-  - redo
- **Symbols** – pull down menu for inserting special characters
-  - insert horizontal line
-  - insert date
-  - insert time
-  - create link
-  - remove link
-  - insert image from gallery
-  - insert table
-  - preview
-  - select all
-  - use this option if you are pasting the text from Word so that all unnecessary Word formatting would be removed

5.2.8 Creating a Combo Box

In order to create a combo box element, choose option “Combo Box” inside the screen for creating a new dynamic question.

? Question Type:

☐ TextBox
 ☐ CheckBox
 ☒ **Combo Box**

☐ Radio Button (Options)
 ☐ Text / HTML
 ☐ CheckBox Group


☐ Hidden Field

Figure 31: Creating a combo box (step 1/2)



The page will be refreshed and further options for setting up a combo box will be available.

? Question Options:

☒ Enter Options
 ☐ SQL Driven Options

Other 

Google
 Snowcovered
 Yahoo








Figure 32: Creating a combo box (step 2/2)

The following parameters are available inside this screen:

- **Enter Options** – choose this option if you want to enter the options manually
- **SQL Driven Options** – option for automating process of acquiring options by extracting them from the database (see section 5.2.8.1)
-  - button for adding the option once you've entered the option name in the input field
-  - button for deleting the option; choose the desired option in the list of options and click on this button in order to delete it
-   - buttons for setting the desired sort order for the options; select the desired option and click on the up or down arrow to set the sort order

5.2.8.1 Example for SQL Driven Options

Note: this option is meant for advanced users.

The “SQL Driven Options” can be used in order to simplify the process of creating options if you already have that information inside the database (**e.g.** list of states).

In order to use the this functionality, choose “SQL Driven Options” and enter the query inside the text area.

Question Options:

☐ Enter Options ☒ SQL Driven Options

You can query the database directly for question options. You MUST select only one column for the query and that column name must be QuestionOption. (I.E. select Text as QuestionOption from Lists where ListName= 'Region')

```
select Text as QuestionOption from Lists where
ListName= 'Region'
```

Test SQL

Figure 33: Using SQL Driven Options

Note: only one column should be selected for the query and that column name must be QuestionOption (i.e. select Text as QuestionOption from Lists where ListName= 'Region').

```
select Text as QuestionOption from Lists where
ListName= 'Region'
```

Test SQL Total Rows:64

+

Alberta
Alaska
Alabama
Arkansas

↑
↓

×

Advanced Field Options

Default Value: Alberta

Example Text:

Required Field Text:

Update Field

Figure 34: Using SQL Driven options

After entering the query, click on the “Test SQL” option in order to see the results of the query, i.e. whether it is obtaining desired results. The page will be refreshed and the options will be filled in.

The last step is setting the desired default value for the pull down menu inside the part of the screen with “Advanced Field Options”.

After setting the desired parameters, click on the “Update Field” button and the procedure of creating combo box by using “SQL Driven Options” will be completed.

Note: this was one example for using “SQL Driven Options”. Advanced users can use this feature to retrieve and link fields which have options to a query instead of having to enter those values manually.

5.2.8.2 Example for using combo box

One example of using the combo box for registration form can be asking the user to provide information about how he heard about your website, where you can have multiple predefined answers the user will choose from (e.g. “From a friend” or “Other”).

Question Options:

☒ Enter Options ☐ SQL Driven Options






Advanced Field Options

Update Field

Figure 35: Example of using combo box

The parameters would be defined like this:

- **Question** – enter “How did you hear about us?” as a label for combo box, i.e. informing the user of the requested information
- **Question type** – choose “Combo Box”
- **Question Options** – choose “Enter Options”

After setting these parameters, enter the name of the first option inside the input field e.g. “Google” and click on this icon . The option will be added to the list of options. You can repeat this procedure for as many options as you like:

- Yahoo
- Snowcovered, etc

Note: use the up and down arrows to set the desired sort order and the  icon to delete the option.

After setting the desired options for the combo box, you can click on the “+” symbol next to the “Advanced Field Options” in order to set the default value i.e. the option inside combo box that will be selected by default in your registration form.

▢ Advanced Field Options

Default Value:

Example Text:

Required Field Text:

[Update Field](#)

Figure 36: Setting combo box advanced options

Select the option you want your users to see as selected by default and click on the “Update Field” in order to complete the procedure of creating a combo box.

The following screenshot demonstrates the created combo box as seen by the user on your website.

How did you hear about us?:

[Save](#)

Google
Google
Snowcovered
Yahoo

Figure 37: Example of the combo box as seen by the end user

5.2.9 Creating a Checkbox

In order to start creating a checkbox element, choose option “Checkbox” inside the screen for creating a new dynamic question.

Dynamic Question: - New Dynamic Field -

Question:

Short Name:

Help Text:

Required Field: ☐

Sort Order:

Textbox Max Length:

Question Type:

☐ TextBox
 ☒ **CheckBox**
☐ Combo Box

☐ Radio Button (Options)
 ☐ Text / HTML
 ☐ CheckBox Group

☐ Hidden Field

Advanced Field Options

Update Field

Figure 38: Creating a checkbox

After setting the desired parameters, click on the “Update Field” in order to complete the procedure of creating a Checkbox.

Notes:

- use the “Default Value” in order to determine if the checkbox will be selected by default or not

The following screenshot demonstrates the checkbox element as seen by the end user.

Address:

Comments:

How did you hear about us?:

Receive newsletter?: ☒

Figure 39: Example of the checkbox as seen by the end user

5.2.10 Creating a Checkbox group

Checkbox group can be used when you want to acquire several answers from users by letting them select from the checkboxes. The user can select none, one or several checkboxes simultaneously.

In order to start creating a checkbox group element, choose option “Checkbox group” inside the screen for creating a new dynamic question.

Dynamic Question: - New Dynamic Field -

Question: Which products do you like

Short Name: productslike

Help Text: Select the products you like

Required Field: ☐

Sort Order: 23

Textbox Max Length: 50

Question Type:

☐ TextBox
 ☐ CheckBox
 ☐ Combo Box
 ☒ **CheckBox Group**

☐ Radio Button (Options)
 ☐ Text / HTML

☐ Hidden Field

☒ Options are vertical
 ☐ Options are horizontal

Figure 40: Creating a checkbox group (step 1/2)

The page will be refreshed with further options you can set for this element.

Question Options:

☒ Enter Options
 ☐ SQL Driven Options

Flash Image Rotator +

Random Rounded Image
 News Ticker
 Dynamic Registration
 Opt In Email



↑
 ↓

×

Figure 41: Creating a checkbox group (step 2/2)

The following parameters are available inside this screen:

- **Enter Options** – choose this option if you want to enter the options manually
- **SQL Driven Options** – use this option in order to automatically insert options from the database, if you already have them defined so that you wouldn't have to do it manually (see section 5.2.8.1)
- **+** - button for adding the option once you've entered the option name in the input field
- **X** - button for deleting the option; choose the desired option in the list of options and click on this button in order to delete it


-   - buttons for setting the desired sort order for the options; select the desired option and click on the up or down arrow to set the sort order

5.2.10.1 Example for using checkbox group

One example of using the checkbox group for registration form can be asking the user to provide information about your products, where you can have multiple predefined answers as checkboxes (e.g. "Which products do you like?", and then you can list of all your products as checkboxes/answers).

Question Options:

- ☒ Enter Options
 ☐ SQL Driven Options

Flash Image Rotator 


Random Rounded Image
News Ticker
Dynamic Registration
Opt In Email



Figure 42: Example of using combo box

The parameters would be defined like this:

- **Question** – enter "Which products do you like?" as a label for checkbox group, i.e. informing the user of the requested information
- **Question type** – choose "Checkbox group"
- **Question Options** – choose "Enter Options"

After setting these parameters, enter the name of the first option inside the input field e.g. "Image Flash Rotator" and click on this icon . The option will be added to the list of options. You can repeat this procedure for as many options as you like:

- News Ticker
- Quick Poll, etc

Note: use the up and down arrows to set the desired sort order and the  icon to delete the option.

After setting the desired options for the checkbox group, you can click on the "+" symbol next to the "Advanced Field Options" in order to set the default value i.e. checkbox that will be selected by default in your registration form. Note that you can select more than one checkbox to be checked by default.

Advanced Field Options

 Default Value:

- ☒ Flash Image Rotator
☐ Random Rounded Image
☒ News Ticker
☐ Dynamic Registration

Figure 43: Setting combo box advanced options

Select the option or options you want your users to see as selected by default and click on the “Update Field” in order to complete the procedure of creating a checkbox group.

The following screenshot demonstrates the created checkbox group as seen by the user on your website.

Which products do you like:

☒ Flash Image Rotator

☐ Random Rounded Image

☒ News Ticker

☐ Dynamic Registration

Figure 44: Example of the checkbox group as seen by the end user

5.3 Editing a question

In order to edit a question choose the desired question from the pull down menu.

Dynamic Question: First Name

Question: First Name

Short Name: firstname

Help Text: 1

Required Field: ☒

Sort Order: 1

Textbox Max Length: 50

Question Type:

☒ TextBox ☐ CheckBox ☐ Combo Box

☐ Radio Button (Options) ☐ Text / HTML ☐ CheckBox Group

☐ Hidden Field

☐ Singleline textbox (Long) ☒ Singleline textbox (Short)

☐ Multiline textbox

[Delete](#) [Update Field](#)

Figure 45: Editing a question

The screen with the parameters set for the chosen question will be displayed where you can make the desired changes and click on the “Update Field” in order to save them.

Note: see section 5.2 for further information about the question parameters.

5.4 Deleting a question

In order to delete a question, choose the desired question from the “Dynamic Question” pull down menu and click on the “Delete” link.

Dynamic Question: First Name

Question: First Name

Short Name: firstname

Help Text: 1

Required Field: ☒

Sort Order: 1

Textbox Max Length: 50

Question Type:

☒ TextBox ☐ CheckBox ☐ Combo Box

☐ Radio Button (Options) ☐ Text / HTML ☐ CheckBox Group

☐ Hidden Field

☐ Singleline textbox (Long) ☒ Singleline textbox (Short)

☐ Multiline textbox

Delete Update Field

Figure 46: Deleting a question

Once you click on the “Delete” link, the selected question will be deleted.

5.5 Managing General Settings

In order to start managing general settings click on the “+” symbol next to the “General Settings” label.

General Settings

Optimize your Dynamic Forms by updating the settings below.

?	Select the summary field:	- Select Summary Field -
?	Test Mode:	<input type="checkbox"/>
?	Save Text:	<input type="text"/>
?	Align Link Buttons:	Left
?	Align Question Labels:	Left
?	Label Vertical Alignment:	Top
?	Field Vertical Alignment:	Top
?	Label Cell Width:	75
?	Hide help icons:	<input type="checkbox"/>
?	Display message to user after initial save?:	<input type="checkbox"/>
?	Link text to continue:	Continue
?	Default Short Textbox Length:	<input type="text"/>
?	Default Long Textbox Length:	<input type="text"/>
?	Question Suffix:	<input type="text"/>
?	Check blacklist for invalid responses:	<input type="checkbox"/>
?	Redirect Page After Save:	Select A Web Page From Your Site: Administration

Figure 47: Managing general settings

The following parameters are available inside this screen:

- **Select the summary field** – the summary field is the field you would like to be displayed within the form results grid.
- **Test Mode** – check this checkbox if you want the application to run in test mode
- **Save Text** – enter the text
- **Align Link Buttons** – align the ‘save/submit/complete’ link button towards the left or right of the module.
- **Align Question Labels** – align the question labels towards the left of the label cell or right of label cell.
- **Label Vertical Alignment** – align the label vertically within the field rows either top, within the middle of the cell, or towards the bottom of the cell.
- **Field Vertical Alignment** – align the field vertically within the field rows. Options include either top, middle, or bottom of the cell.
- **Label Cell Width** – depending on how long your field labels are you might want to expand the width of the label cell. For example if you have a field label of: “Please provide your first name.” you might want to have a larger width then if your field label is “First Name:”.
- **Hide Help Icons** – select this checkbox in case you wish to hide the help icons
- **Display message to user after initial save?** – check this checkbox if you want to display the message to the user after initial save

- **Link text to continue** - link text displayed if you select to display a message after the form is submitted. I.e. "Thanks for submitting the form". **"Click Here" to continue...**
- **Default Short Textbox Length** – input field for setting default short textbox length i.e. maximum allowed number of characters
- **Default Long Textbox Length** - input field for setting default long textbox length i.e. maximum allowed number of characters
- **Question Suffix** – enter the suffix that will be appended to each question
- **Check blacklist for invalid responses** – select this checkbox if you want to enable checking blacklist for invalid responses
- **Redirect Page After Save**

5.6 Managing Blacklist Responses

Dynamic Forms allows you to create a 'blacklist' of unacceptable values or responses. After the user submits such a response, he will be notified that the response was inappropriate and the response will not be saved.

In order to enable the "Blacklist" feature you must enable the setting "Check blacklist for invalid responses" under general settings (see section 5.5).

Note: the message displayed to a user that their response was not accepted can also be customized by using option "Blacklist Failed Message" within the "Layout/Messages" section (see section 5.8).

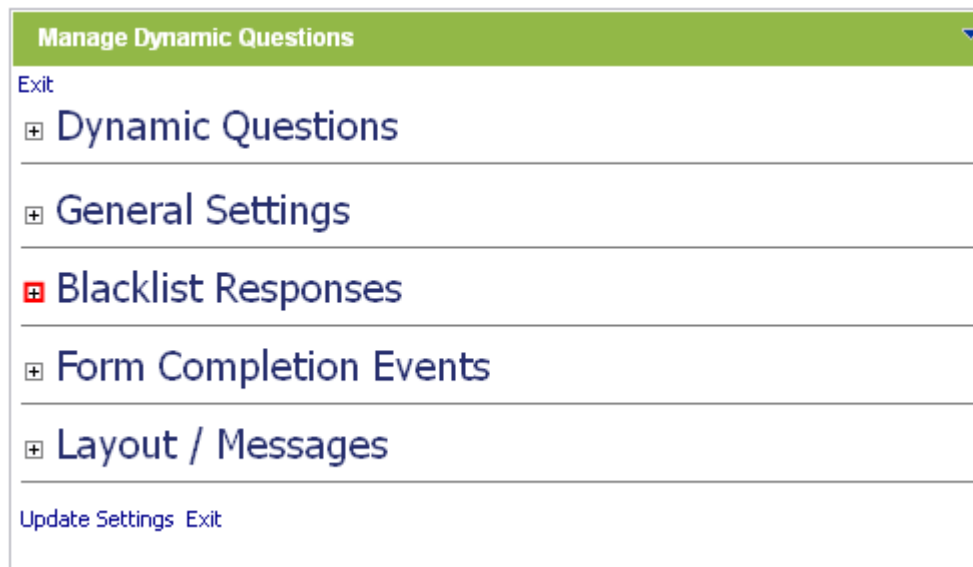


Figure 48: Choosing option "Blacklist Responses"

The following screen will be displayed.

Blacklist Responses

Dynamic Forms enables you the option to created a 'blacklist' of values or responses. During save will be notified that one of their responses has flagged the blacklisted flag and their responses wer enable the blacklist feature you must enable the setting 'Check blacklist for invalid responses' unde Note: The message displayed to a user that their response was not accepted can be setup under l and choose the option Blacklist Failed Message.

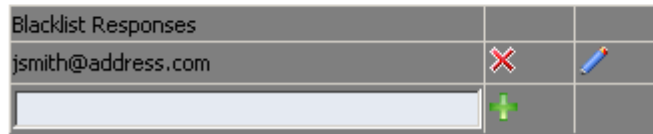


Figure 49: Managing black list responses

The following options are available inside this screen:

- - option for creating a new blacklist response (see section 5.6.1)
- - option for editing a blacklist response (see section 5.6.2)
- - option for deleting a blacklist response (see section 5.6.3)

5.6.1 Creating a Blacklist response

In order to create a blacklist response, enter the desired response into the input field and click on the add icon .

Blacklist Responses

Dynamic Forms enables you the option to created a 'blacklist' of values or responses. During save will be notified that one of their responses has flagged the blacklisted flag and their responses we enable the blacklist feature you must enable the setting 'Check blacklist for invalid responses' unde Note: The message displayed to a user that their response was not accepted can be setup under and choose the option Blacklist Failed Message.

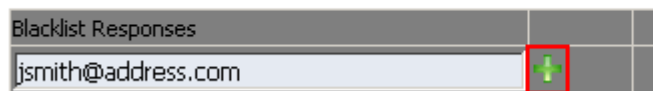


Figure 50: Creating a blacklist response

The new blacklist response will be created.

Blacklist Responses

Dynamic Forms enables you the option to created a 'blacklist' of values or responses. During save will be notified that one of their responses has flagged the blacklisted flag and their responses wer enable the blacklist feature you must enable the setting 'Check blacklist for invalid responses' unde Note: The message displayed to a user that their response was not accepted can be setup under and choose the option Blacklist Failed Message.

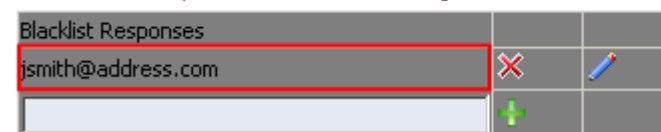



Figure 51: Blacklist response created

From this point on, this response will be treated as unacceptable and users posting such a response will be notified of this fact.



Figure 52: Example of the message displayed to the user posting blacklist response

5.6.2 Editing a blacklist response

In order to edit a blacklist response, click on the edit icon  next to the desired response.

Blacklist Responses


Dynamic Forms enables you the option to created a 'blacklist' of values or responses. During save will be notified that one of their responses has flagged the blacklisted flag and their responses wer enable the blacklist feature you must enable the setting 'Check blacklist for invalid responses' unde Note: The message displayed to a user that their response was not accepted can be setup under I and choose the option Blacklist Failed Message.



Figure 53: Editing a blacklist response

Change the response and click on the “Update Settings” in order to save the changes.

5.6.3 Deleting a blacklist response

In order to delete a blacklist response, click on the delete icon  next to the desired response.

Blacklist Responses

Dynamic Forms enables you the option to created a 'blacklist' of values or responses. During save will be notified that one of their responses has flagged the blacklisted flag and their responses wer enable the blacklist feature you must enable the setting 'Check blacklist for invalid responses' unde Note: The message displayed to a user that their response was not accepted can be setup under I and choose the option Blacklist Failed Message.

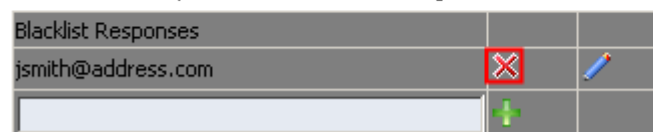


Figure 54: Deleting a blacklist response

Once you click on the delete icon, the selected blacklist response will be deleted.

5.7 Managing Form Completion Events

“Form completion events” is a functionality which enables triggering events (e.g. such as sending an email to the user or you as an administrator) based on responses given inside the form. It is possible to define unlimited number of completion events.

In order to start managing form completion events click on the “+” symbol next to the “Form Completion Events” label.

Form Completion Events

Easily setup events for your dynamic forms. Based upon field values you can Send the user to a new URL, query, or distribute an email.

Select Event: - New Event -

Event Name:

Event Type: ☒ URL / Page Redirection ☐ Dynamic SQL Statement ☐ Dynamic Email

Event Details:

[DeleteEvent](#) [Update Event](#)

Figure 55: Managing events

The following options are available inside this screen:

- **New Event** – see section 5.7.1
- **Editing an existing event** – see section 5.7.4
- **Deleting an event** – see section 5.7.5

5.7.1 Creating a new event

In order to start creating a new event choose option new from the “Select Event” pull down menu and choose the desired event type.

Form Completion Events

Easily setup events for your dynamic forms. Based upon field values you can Send the user to a new URL, query, or distribute an email.

Select Event: - New Event -

Event Name:

Event Type: ☒ URL / Page Redirection ☐ Dynamic SQL Statement ☐ Dynamic Email

Event Details:

[DeleteEvent](#) [Update Event](#)

Figure 56: Creating a new event

The following are the available event types:

- **URL/Page Redirection** – choose this option if you want to redirect the user submitting the form based on the answers given in the form (see section 5.7.2)

- **Dynamic SQL Statement** – the dynamic sql event is for advanced users who wish to execute a SQL insert/update statement upon form submission. For example, if you wanted to insert form results into a log table you could execute a statement similar to this:

```
Insert Into MyLogTable(FirstName, LastName, EmailAddress) Values($(MyFirstName),
$(MyLastName), $(MyEmailAddress)).
```

- **Dynamic Email** – choose this option if you want to send an email either to the administrator or the user submitting the form based on the answers given in the form (see section 5.7.3)

5.7.2 Example of the URL/Page Redirection Event

URL Page Redirection event is used for redirecting the user to a desired page based on the response given within the form.

For the purpose of this example a website offering the services for job seekers and employers is taken.

Since there are two types of users, you can create a dynamic question asking the user about the account type i.e. whether he is an employer or a job seeker (choosing option radio buttons as a question type).

Then you could create URL/Page Redirection event which will redirect the user to the page appropriate for his account type. In other words, you would redirect employers to the page containing information for employers and job seekers to their appropriate page.

In order to start creating URL/Page redirection event, choose option “New Event” from the “Select Event” menu and then select option “URL/Page Redirection”.

Form Completion Events

Easily setup events for your dynamic forms. Based upon field values you can Send the user to a new URL, query, or distribute an email.

☒ Select Event: - New Event -

☒ Event Name:

☒ Event Type: ☒ URL / Page Redirection
☐ Dynamic SQL

☐ Dynamic Email

☒ Event Details:

Select which DNN Field and field response for this event. Based upon the users response they will be redirected after the form is submitted.

☒ Dynamic Field: Account type

☒ User Response: ☒ Job Seeker ☐ Employer

☒ Event Actions:

☒ Redirect Page:

Select A Web Page From Your Site:

Administration

[DeleteEvent](#)
Update Event

Figure 57: Creating URL/Page Redirection Event

The following are the parameters for defining the URL/Page Redirection event:

- **Dynamic Field** – choose the dynamic field you want to associate with this event (**e.g.** account type question asking the users to state if they are employers or job seekers)
- **User Response** – once you choose the desired dynamic field, the user response field will be refreshed with available options for choosing which user response will be associated to the event (**e.g.** “Job Seeker”); in this case the event will be applied to all users that chose “Job Seekers” as an account type
- **Event Actions** – this is the pull down menu for choosing the page on your website that the user will visit based on the given response (**e.g.** if the chooses “Job Seeker” as a response, he will be redirected to the page containing information for “Job Seekers”)

After setting these parameters click on the “Update Event” button and the new event will be created.

Note: you will need to create another event for the “Employer” which would redirect the users to the page containing information related to employers.

5.7.3 Example of the Dynamic Email Event

URL Page Redirection event is used for sending an email to the user or to you as an administrator based on the response given within the form.

For the purpose of this example a website offering the services for job seekers and employers is taken.

If this is the case you may want to create Dynamic Email event which would send an email to the user based on the response given in the form.

In order to start creating a Dynamic Email event, choose option “New Event” from the “Select Event” menu and then select option “Dynamic Email” (**note:** the screen is presented with two screenshots).

Form Completion Events

Easily setup events for your dynamic forms. Based upon field values you can Send the user to a new URL, ex query, or distributute an email.

Select Event: - New Event -

Event Name:

Event Type: ☐ URL / Page Redirection ☒ Dynamic Email ☐ Dynamic SQL

Event Details:

Setup the email event below, specify who the email will be sent to along with a subject line and email message parameters within the email, subject, or message.

Dynamic Field: Account type

User Response: ☒ Job Seeker ☐ Employer

Figure 58: Creating a dynamic email event (screenshot 1/2)

The following parameters for defining a dynamic email event are available inside this part of the screen:

- **Select Event** – select option “New Event”
- **Event Name** – set the name for this email which will help you differentiate this event and its purpose (**e.g.** “Job Seeker Email”)
- **Event Type** – choose option “Dynamic Email”

- **Dynamic Field** – choose the dynamic field this event will be associated with (e.g. “Account Type”)
- **User Response** – once you choose the desired dynamic field, the user response field will be refreshed with available options for choosing which user response will be associated to the event (e.g. “Job Seeker”); in this case the event will be applied to all users that chose “Job Seekers” as an account type

Email Message:

Email To: \$(email)

Email Subject: Job Seeker

Basic Text Box Rich Text Editor

Styles Paragraph Font Size

Color Highlight Bold Italic Underline ABC X² X₂

Symbols

Dear \$(firstname),

Thanks for submitting the form here are the details regarding your request:

Name: \$(firstname) \$(lastname)

Account Type: \$(accounttype)

Someone will get back with you shortly.

Design HTML

Message Parameters
Include these parameters below in your email to, subject, or email message. These parameters will be replaced with the email is sent.

\$(firstname)
\$(lastname)
\$(email)
\$(os)
\$(accounttype)
\$(PortalName)

Figure 59: Creating a dynamic email event (screenshot 2/2)

The second part of the screen contains parameters for defining an email message that will be sent to the user:

- **Email To** – enter the “short name” parameter for the email question; during the procedure of creating a dynamic question requesting email address form the users you are asked to set a short name for this parameter; in this example it is “email”; in order to send this email to the user submitting the form you need to enter this variable into the “Email To” input field (e.g. \$(email) where “email” is the short name for the email address question and \$() are the symbols telling the application that this is a variable)
 - **Note:** alternatively you can enter your email if you want to receive an email notification once the user submits the form
- **Email Subject** – input field for entering email subject
- **Email Body** – text area for entering the body of the email message; this space can also be used for incorporating responses for all previously created dynamic questions (e.g. if you have created a question “account type” and given it a “accounttype” short name, then enter \$(accounttype) inside the body of the email message to display this information to the user i.e. “job seeker”)

After setting these parameters click on the “Update Event” link in order to complete the procedure of creating Dynamic Email event.

5.7.4 Editing an existing event

In order to edit an existing event, choose the desired event from the “Select Event” pull down menu.

Form Completion Events

Easily setup events for your dynamic forms. Based upon field values you can Send the user to a new UR query, or distributute an email.



Figure 60: Editing an existing event

The page will be refreshed and the parameters set for the chosen event will be displayed. Change the desired values and click on the “Update Event” link in order to save the changes.

5.7.5 Deleting an event

In order to delete an event, choose the desired event from the “Select Event” pull down menu.

Form Completion Events

Easily setup events for your dynamic forms. Based upon field values you can Send the user to a new UR query, or distributute an email.



Figure 61: Deleting an event

The page will be refreshed and the option “Delete Event” will be available. Click on this link to delete the chosen event.

5.8 Managing layout of the messages

In order to start managing layout of the messages within the module, choose option “Manage Questions/Settings” from the main menu and click on the “+” symbol next to the “Layout/Messages” label.

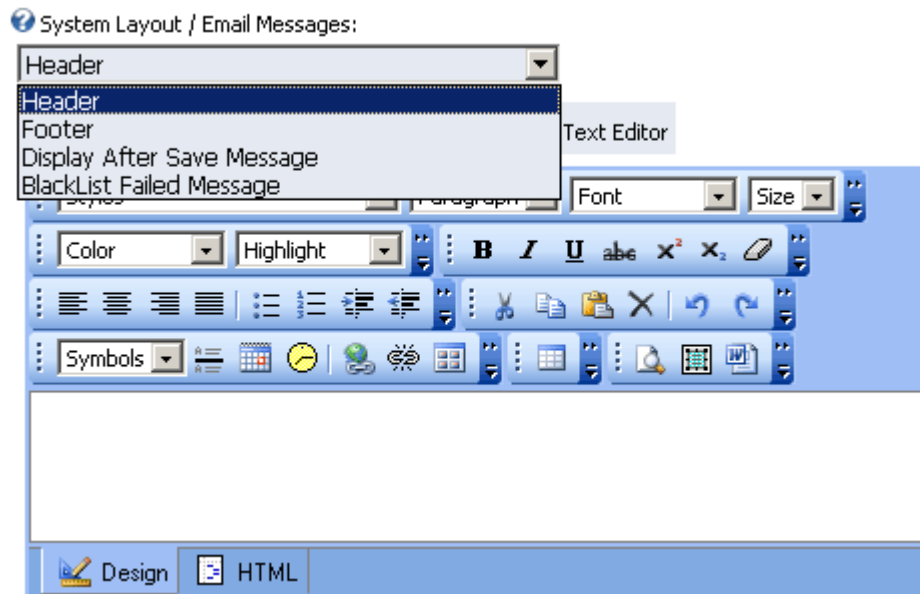


Figure 62: Managing layout of the messages

The following types of messages are available inside this screen:

- **Header** – select this option in order to define the introductory text for your form (**note:** displayed as a header above the form)
- **Footer** – select this option if you want to enter any additional information for the user after they have completed the form (**note:** displayed as footer below the form)
- **Display After Save Message** – option for defining a message that will be displayed to the user after filling the form and submitting information (**e.g.** : thank you for submitting information)
- **BlackList Failed Message** – option for defining a message which will be displayed to a user posting an unacceptable response within the form (**e.g.** “This kind of response is considered unacceptable”) – see section 5.6.1 for further information on creating blacklist responses

6 VIEWING FORM RESULTS

In order to view the results of your form choose option “View Form Results” from the main menu.

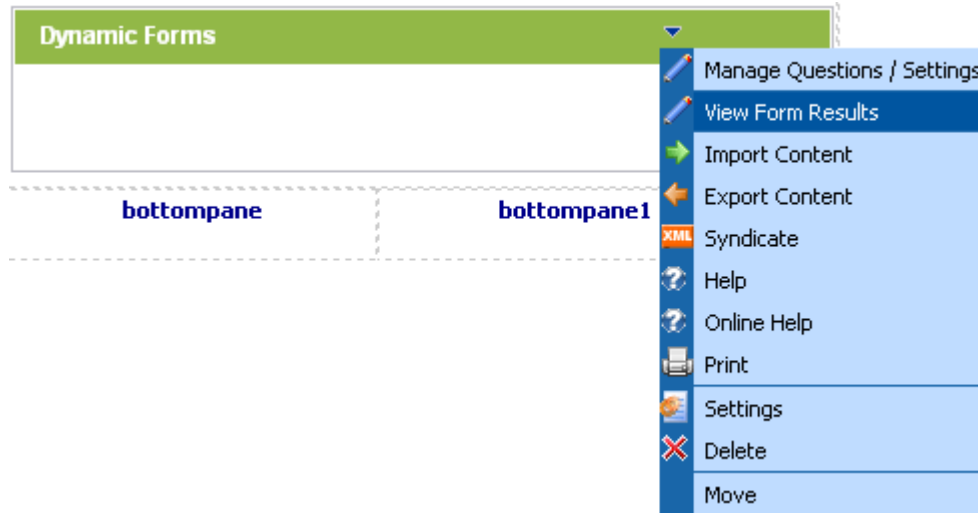


Figure 63: Viewing form results (step 1/2)

The screen containing summary information about users filling the form will be displayed.

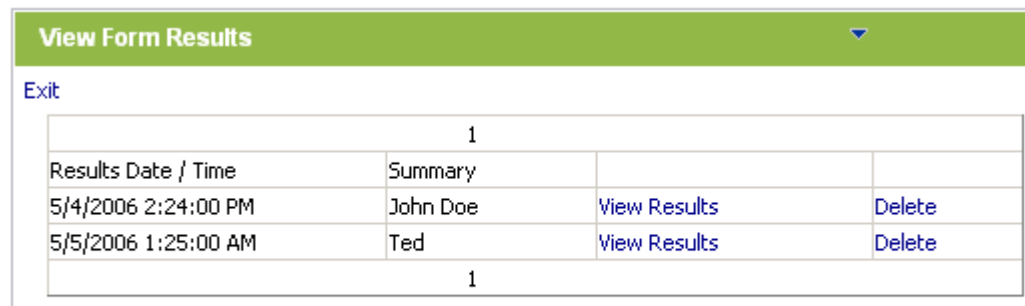


Figure 64: Viewing form results (step 2/2)

The following options are available inside this screen:

- **Viewing Results** – click on this link to view detailed results of the form (see section 6.1)
- **Delete** – click on this link to delete the form result (see section 6.2)

6.1 Viewing a form result

In order to view a form result, click on the “View Result” link next to the desired user.

View Form Results			
Exit			
1			
Results Date / Time	Summary		
5/4/2006 2:24:00 PM	John Doe	View Results	Delete
5/5/2006 1:25:00 AM	Ted	View Results	Delete
1			

Figure 65: Viewing a form result (step 1/2)

The screen containing detailed form result will be displayed.

View Form Results	
Exit	
First Name : Ted	
Last Name : Roberts	
E-mail : ted@address.com	
How did you hear about us? : Magazine	
Operating System : Windows XP	
Back	

Figure 66: Viewing a form result (step 2/2)

6.2 Deleting a form result

In order to view a form result, click on the “Delete” link next to the desired user.

View Form Results			
Exit			
1			
Results Date / Time	Summary		
5/4/2006 2:24:00 PM	John Doe	View Results	Delete
5/5/2006 1:25:00 AM	Ted	View Results	Delete
1			

Figure 67: Deleting a form result

Once you click on the “Delete” link the form result will be deleted.

7 EXPORTING AND IMPORTING FORMS

The purpose of the export and import options is to allow you to place an already created form on some other page within the website.

The first step is to export the content i.e. export the already created form. Once the content has been exported, you can add the “Dynamic Forms” module to a different page on the website and use the “Import Content” option to add the created form to this page.

7.1 Exporting Content

In order to export the content, choose option “Export Content” from the main menu.

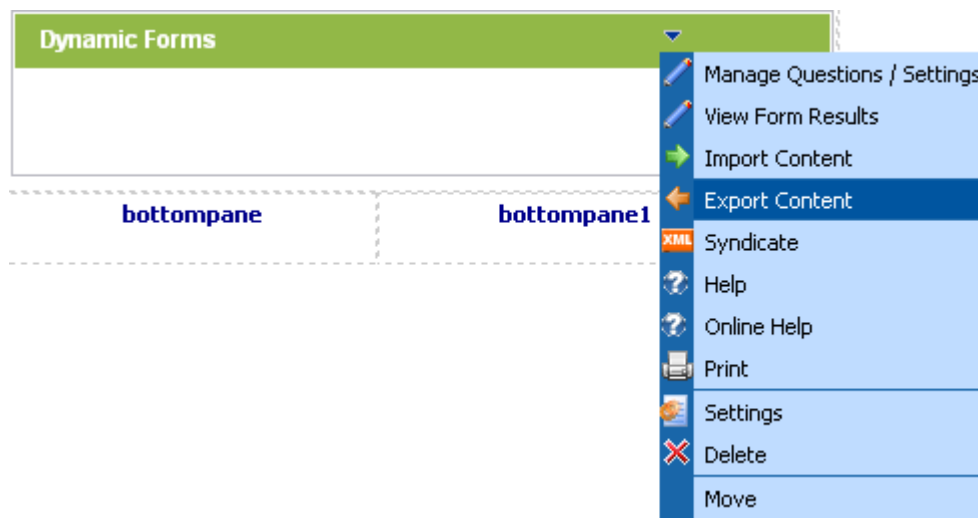


Figure 68: Exporting content (step 1/2)

The following screen will be displayed.

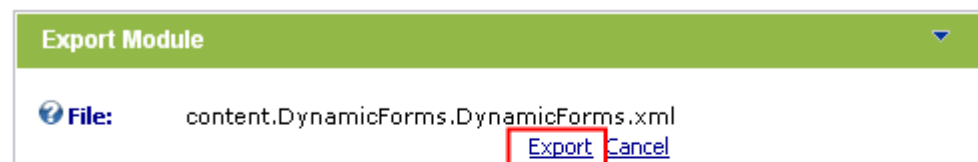


Figure 69: Exporting content (step 2/2)

Click on the “Export” link and the information about the created form will be exported. The next step is importing the content i.e. form into the desired page (see section 7.2).

7.2 Importing Content

Notes:

- Before you import the content, use the “Export Content” option to export the form first
- After exporting the content, add the “Dynamic Forms” module to a desired page and use the “Import Content” option to add the created form to that page

In order to import the content, i.e. add an already created form to a different page on the website choose option "Import Content" from the main menu.

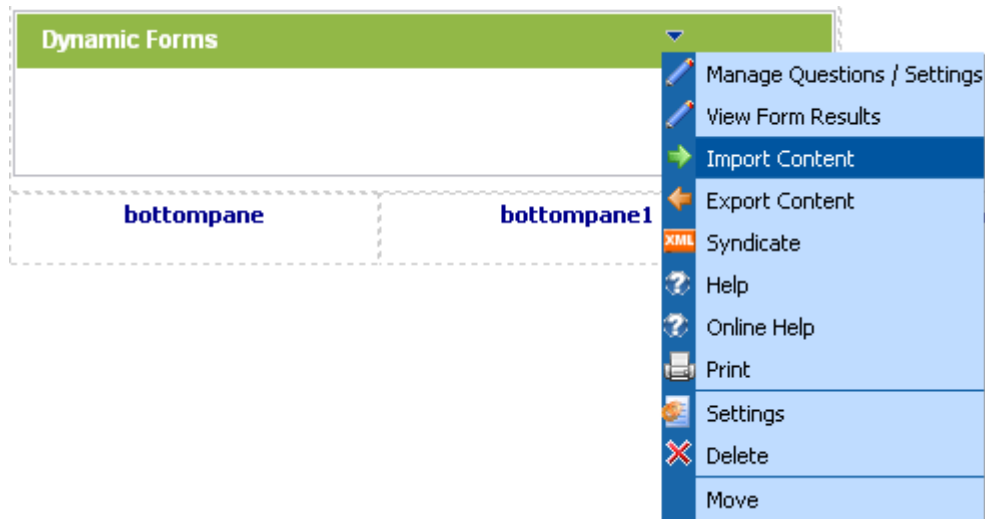


Figure 70: Importing content (step 1/2)

The following screen will be displayed.

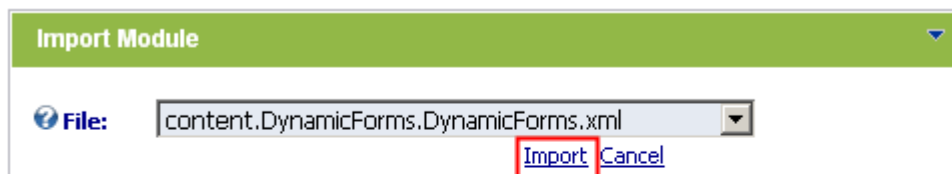


Figure 71: Importing content (step 2/2)

Choose the form from the pull down menu and click on the "Import" button. The form will be added to the page.

8 MANAGING SETTINGS

In order to start managing settings choose option "Settings" from the main menu.

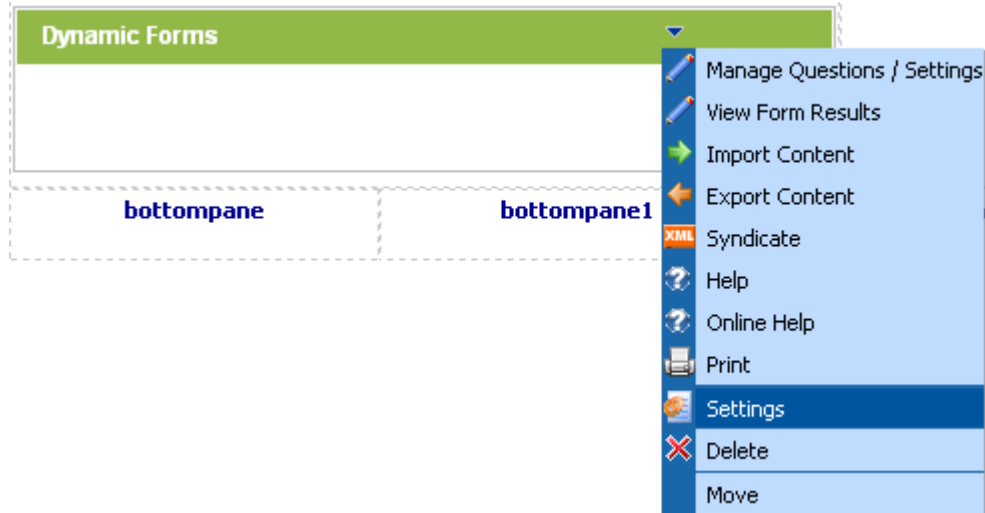


Figure 72: Choosing option "Settings"

The following screen will be displayed.

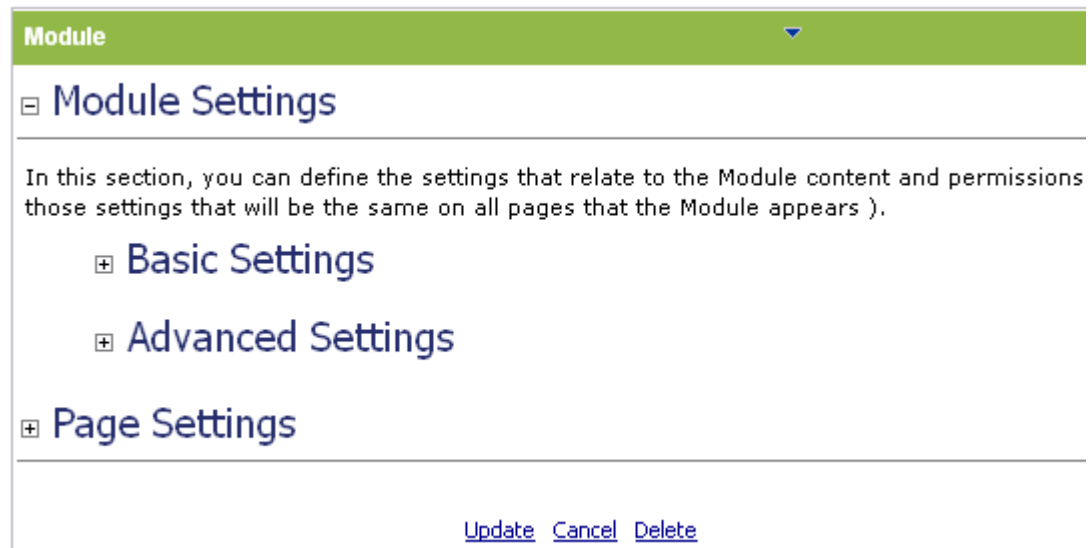


Figure 73: Managing settings

9 DELETING DYNAMIC FORMS MODULE

In order to delete “Dynamic Forms” module, choose option “Delete” from the main menu.

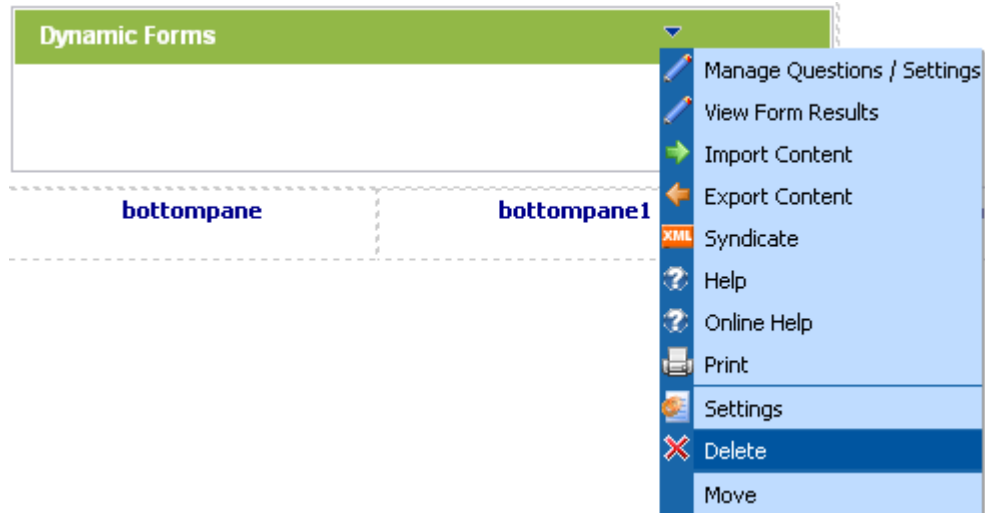


Figure 74: Deleting Dynamic Forms Module (step 1/2)

The following screen will be displayed.

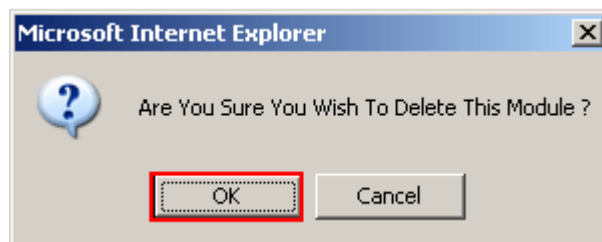


Figure 75: Deleting Dynamic Forms Module (step 2/2)

Click on the “OK” button and the module will be deleted.